Amahara e-portfolio at Coventry University user guide

Dr Anne Dickinson e-Learning Unit, Coventry University

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Mahara e-portfolio guide

Introduction to Mahara

Mahara enables you to create an online portfolio. You do this by assembling a selection of your résumé (curriculum vitae/CV), files, journals and links to your files onto a Mahara web page and sharing the page.

- You can create more than one page
- You can embed media that you keep elsewhere on the internet, for example YouTube
- You can also share your page with people who do not need to have a Mahara ID

Here is a visual summary of what you can do in Mahara...



About this guide

This guide shows you how to:

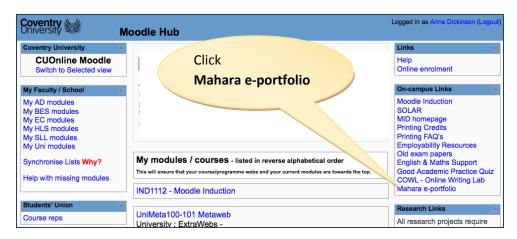
- 1. Access Coventry University's Mahara from Moodle or using a direct URL
- 2. Start your **profile** add information (**content**) about you
- 3. Use Journal in Mahara
- 4. Create a page assemble your portfolio into a web page comprising some of your content
- 5. Share a portfolio page by creating a secret URL
- 6. Submit a Mahara page to an e-portfolio assignment in Moodle

In addition, for tutors: how to set up and information about marking an e-portfolio assignment in Moodle

How to access Coventry University's Mahara

From Moodle

When you have logged into Moodle, click **Mahara e-portfolio** in the On-campus links on the right. Accessing Mahara in this way gives you a *return to Moodle* link in Mahara.



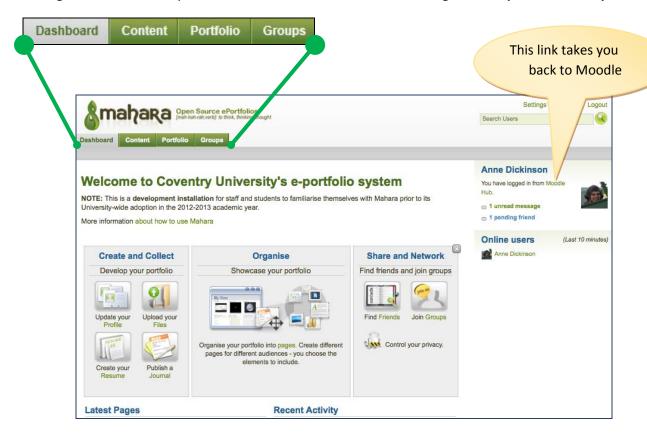
You can also access Mahara from an e-portfolio module assignment that your tutor has set up in Moodle.

Direct access

You can also access Mahara using the direct web address (URL): http://mahara.coventry.ac.uk Log in with your Coventry University user name and password.

Mahara Dashboard

Having accessed Mahara, you will see the dashboard with the following tabbed options at the top:



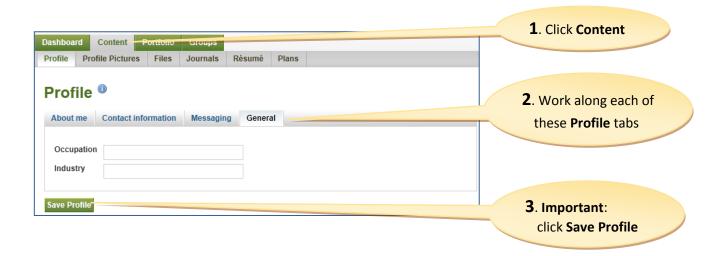
Content - add information about you

Note: The material that you add is **invisible to everyone** until:

- You have added it to a page AND
- You have shared the page.

Profile, Profile Pictures and Résumé tabs

- 1. Click Content (see image below). Profile should appear as a tab below.
- 2. Work along each of the Profile tabs, filling in the relevant information about you.
- 3. Important: after making changes to any tabbed page, click Save Profile



- **4.** Now click the **Profile Pictures** tab to add an icon that will appear when you communicate in Mahara.
- **5.** Then click the **Résumé** (curriculum vitae, CV) tab to add more details ...



6. Work along each of these **Résumé** tabs

7. Important: click
Save on a tabbed
page, if present

Note that from the Content area, you can also:

Add a file Create journals (blogs) within Mahara - see later Add plans, which include an area for adding tasks

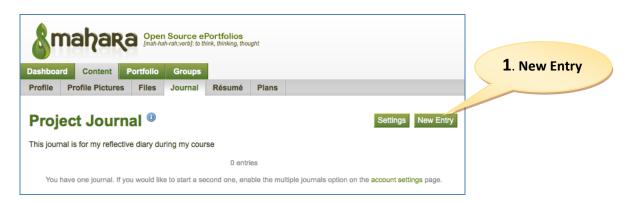
Content - how to use Journal in Mahara

Journal in Mahara is a method you can use to store and display your writing such as a reflective diary, a set of articles or a **blog**. You can have more than one journal in Mahara to reflect diverse subjects that you would write about.

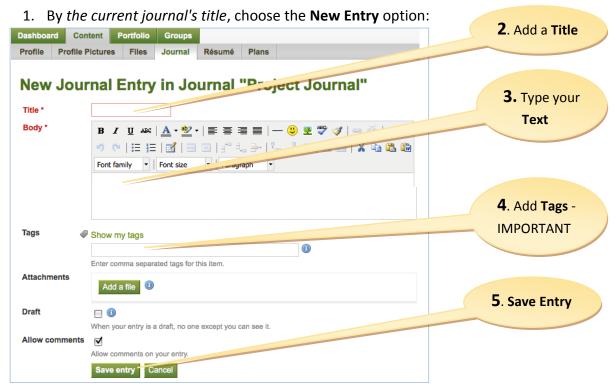
Nobody can see your journal until you **add it to** a Mahara **page** and **share the page**. You can add to a web page a single journal entry, the latest journal entries, or the whole journal.

Add an entry to a Journal

From your home page in Mahara, choose the **Content** tab, then the **Journal** tab:



You will initially see only one journal. (You can change the title and summary of the Journal by choosing the Settings option beside the journal's title.)



(See the next page for more details of the steps shown in the above image.)

- 2. Add a **Title** to the item
- 3. In **Body**, *type the text* of your journal entry (reflection, diary entry, thought, article). Note that you can *use the editor* to embolden text, add links and so on.
- Editing tip: you can paste your journal entry from Word if you wish: use the Paste from Word option to do this. It's a small paste icon with a W on it, located on the right of the edit icons:
 - 4. **IMPORTANT**... add *Tags* to your journal item. It will be easier for you to find the entry later, amongst the many entries that you will have made.

If you are **not sure which tags** you have already used, click the Show My Tags link.

Show my tags

To **know more about tags**, click the information icon that is located beside the Tags text box. (You can also attach files to your journal and adjust whether comments can be added.)

5. Choose **Save entry**

Now you need to create a page and add all or part of your Journal.

Portfolio - how to create a Mahara page

You can **create different web pages** for different people to see. Note that **the page is not visible until you have shared it**.

- 1. Click the Portfolio tab. You should see the Pages tab
- 2. Click Create Page to create one from scratch.



Tip - you can use Copy a page if you have want to produce a page that is similar to one on your list.



Add content to your page

To add items to the page, **drag the appropriate content block** to the preview below the onscreen instructions. Then add the information that is needed to configure the content block and click Save. Finally, clicking done will complete the editing. (See later for details of how to do this.)

The examples following show you how to add a Journal item and embed a YouTube video to your page. For a list of other content blocks that you can add, see later in this guide.

More options for your page

You should add a **Title and Description**. The title of your page will remain as *Untitled* if you do not change the title.

You can change the number of columns (Edit Layout) and Display your page to see what it looks like.

From here you can also **share** the access to your page: **Share Page** takes you to Portfolio - Share-Edit Access for the page that you have just created.

To see in more detail how to add a Title and Description, to Edit the Layout and to Share a page, see later.

Add content example 1 - Add all or part of a Journal to a Mahara page

From your *home page in Mahara*, choose the **Portfolio** tab and then **Create Page** or **Edit an existing page**. Choose the **Journals** tab:

3. Drag the required content block (Journal / Journal Entry / Recent Journal Entries, you choose) onto the page layout below. Wait for the Journal configuration window to appear.



Fill in the appropriate details in the configuration window, then click **Save**.

Note that for *Recent Journal Entries* option, you can **choose the number of entries** you wish to show. Any changes that you make to the Journal will automatically be reflected on the page.

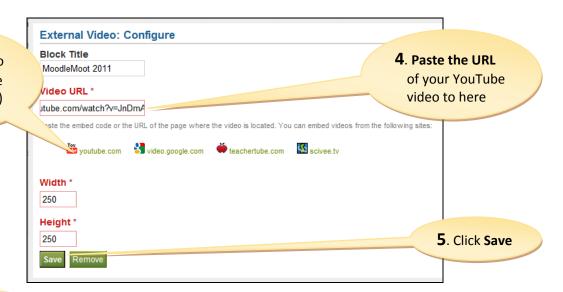
Scroll down to the bottom of the page and choose **Done** to save the page.

Add content example 2 - Embed a YouTube video to a Mahara page

- Drag the External Video content block to add it to the page.
 Wait for the External Video Configure window to appear.
- 2. Use the link to **go to YouTube** and find the video that you want to embed.
- 3. Copy the URL of the YouTube video from your browser's address box at the top.
- 4. Paste the URL of your YouTube video, and add the title, width and height that you need.
- 5. Click **Save** to save the information and close the Configure window.
- 6. You should see your YouTube video embedded on the preview of your page (see over).

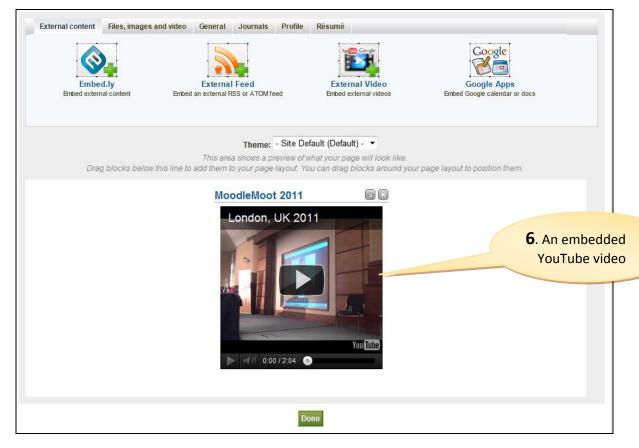


2. Click to go to YouTube (see image below)



3. Copy the URL of your YouTube video from here





Types of content that you can add to your page

You see these content blocks when you are editing a page in Mahara, at the Edit Content stage.

External content

If you use embed.ly, check the correct syntax for the link to the item that you want to embed.



Files, images and videos

You need to upload files to Mahara to use these options (see Content - Files in Mahara).



General

Text box enables you to type or paste some text. Note that if you use the same text for several pages, you might want to put the text into a journal entry instead.

Don't use Navigation, that's for Collections, which is a selection of pages - not covered in this basic guide.



Journals

You can create more than one journal within Mahara and you can choose what to add to a page:

- an entire journal (which you can split into pages from the Mahara page)
- one journal entry
- the most recent journal entries

Profile

The options allow you to add some items from your Contact, Profile and LinkedIn profile to the page.

Résumé

You can add all of your résumé items in one go or choose individual items.

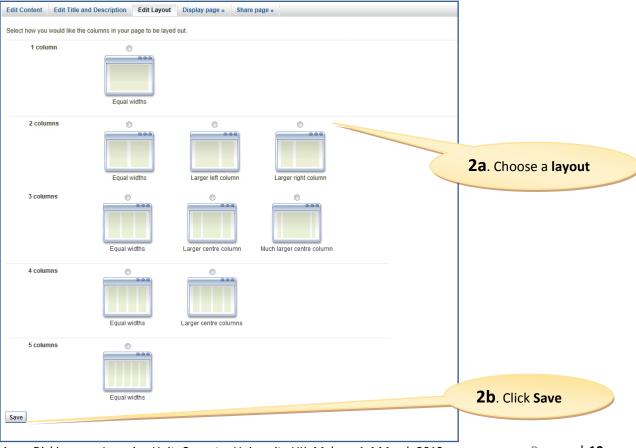
Add a Title and Description to your page

1. You should add a **Title and Description** to your page, then click **Save**. You can always return to change these later.



Choose a Layout for your page

2. You can **choose** up to 5 columns for your page **layout**. When you have made your choice, scroll to the bottom and click **Save**. This returns you to the Edit Content page.



Portfolio - share a page via a secret URL

Nobody else can see your page unless you share it. There are different ways that you can share a page:

- with a secret URL
- to a Moodle assignment
- with groups, with individuals, the public

The following instructions show you how to share your page via a secret URL (web address). Using this method, the person receiving the URL (for example, by email) does not have to log in to any account. So this is the best method to use if you want to show your page to a potential employer.

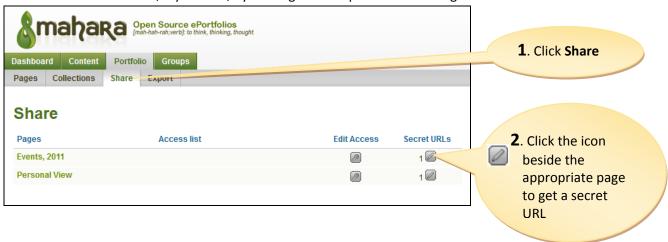
Access to all sharing options

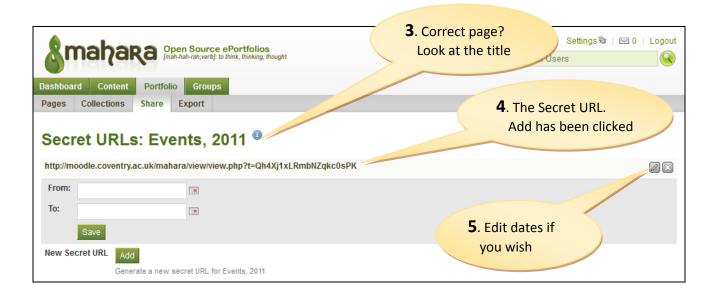
Click the **Portfolio tab**.

1. From the Portfolio tab, click **Share**. (Note that the Edit Access option within the page editing allows you to share your e-portfolio with groups and individuals within the community.)

Secret URL

- 2. From the Portfolio Share page, click the pencil icon in the Secret URL list beside the title of the page that you wish to share.
- 3. Confirm that this is the page you wish to share
- 4. Click Add and a long URL will appear. Copy this URL for sharing.
- 5. Edit the release dates, if you wish, by clicking the edit pencil and clicking Save

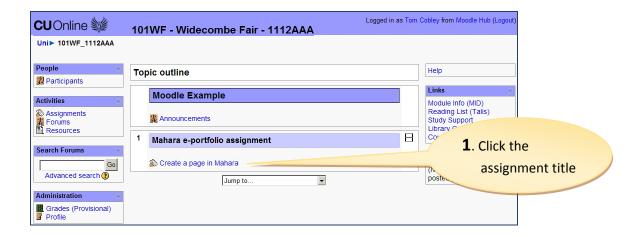


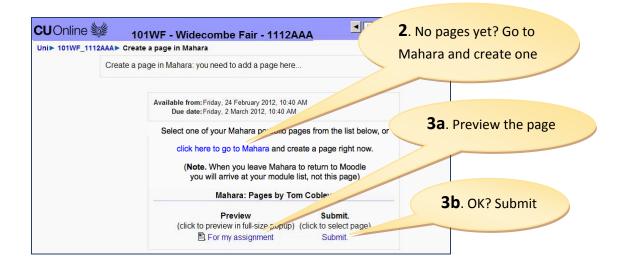


Submit a Mahara page to an e-portfolio assignment in Moodle

Working in Moodle:

- 1. **In your Moodle** module you will see a link to your assignment in your module's topic list. Click the assignment title.
- 2. **If you have not created a Mahara page** for your assignment, you can use the link to go to Mahara and create a page.
- 3. If you have created a page, use preview to check your page, then click submit beside the page.
- 4. You will receive a confirmation message that you have submitted the page for the assignment.







You can return here later to see your results.

Tutor Guides

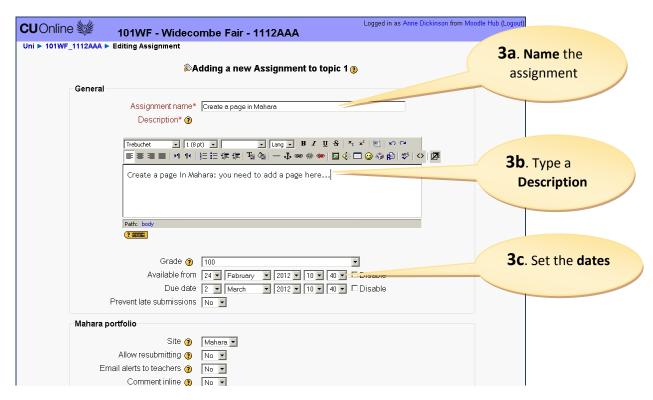
How to set up a Mahara e-portfolio assignment in Moodle - a Tutor Guide

Log into your Moodle module.

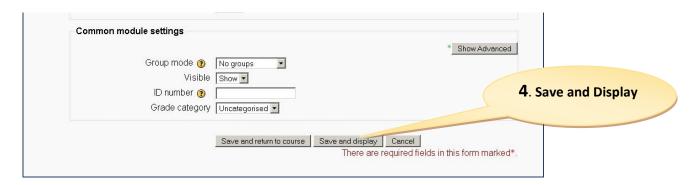
- 1. Click the **Turn editing on** button (it should now display *Turn editing off*).
- 2. From the Add an activity dropdown in your chosen topic, select Mahara portfolio



- 3. Type an **Assignment name** (this is the link that appears on the module's home page), **Description** (what do you want the students to submit on the page?) and adjust the assignment **from** and **due dates**.
- 4. Scroll down and click **Save and display**. This will show you what you have set up.

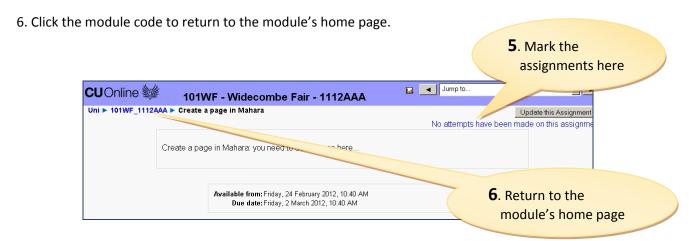


Set up a Mahara e-portfolio assignment in Moodle (tutor guide continued)

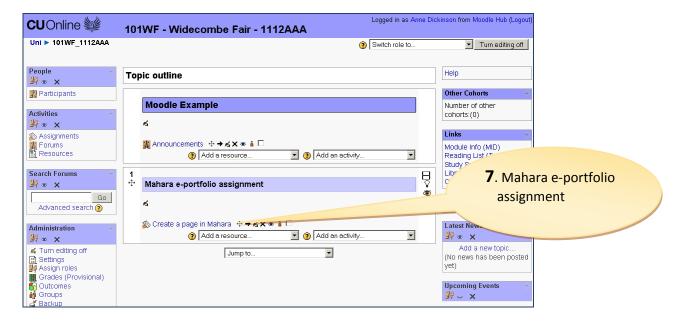


This following image shows the Mahara portfolio assignment that you have created. The title, description and due dates are here. These are what the students will see when they click a link to the assignment. The **Update this Assignment** button (top right) will enable you to change these settings. Beware: once a student has submitted an assignment, you will not be able to change the settings.

5. As tutor you can see from here whether any attempts have been made and you use this link to mark the assignments.



7. This shows the home page of a module with the link to the assignment that has been created.



How to mark a Mahara e-portfolio assignment - a Tutor Guide

1. From the home page of your Moodle module, click the assignment that you have set up



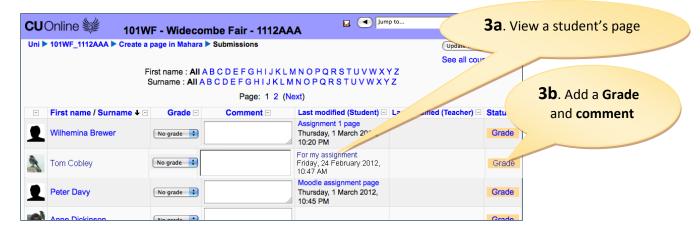
2. You should now see that some students have submitted their assignments.

Click the ... submitted assignments link



- 3. There are two places where you can add information:
 - a. You can view a student's page and then you may place feedback below the page
 - b. Adding a Grade and comment. (The comment will appear in the Grade book.)

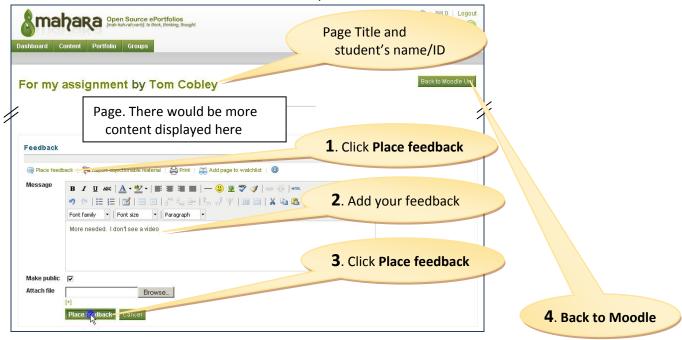
See the next page for more detail of how this is done.



a. How to view a student's Mahara page and place feedback below the page (tutor guide continued)

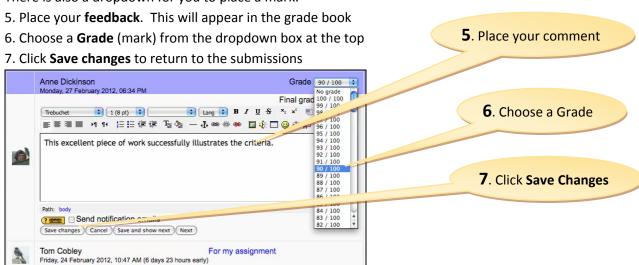
When you click a student's submission, it displays the student's Mahara page. You can place feedback there and this will be seen below the page by the student.

- 1. To see a text box area for your feedback, click the **Place feedback** link.
- 2. Add your feedback.
- 3. Click the Place Feedback button.
- 4. Click the **Back to Moodle** button to return directly to the list of submissions in Moodle.

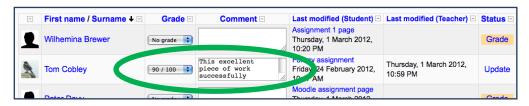


b. How to add a grade and a comment

When you click the Grade button, it displays a text box for you to add comments and paste a rubric table. There is also a dropdown for you to place a mark.



Submissions, updated, showing the **Grade** and the **Comment**:



e-Learning Unit Coventry University

The e-Learning Unit supports Moodle and a collection of elearning tools. Coventry University staff and students use these e-learning tools as part of their teaching, learning and research.

To find out more about the e-Learning Unit, go to:

http://www.coventry.ac.uk/elu



For an electronic copy of this guide, go to:

http://cuba.coventry.ac.uk/mahara



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